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Chief, Management Staff

6 August 1959

Chief, Records Management Staff

Weekly Report for Week Ending 5 August 1959

1. Center Operations

a. Tangible

- (1) Completed five new and 10 revised forms. Made four forms obsolete.
- (2) Significant revisions in Form 240, Courier Receipt and Log Record, have been accomplished by reducing copies from four to three and eliminating carbon handling by using NCR paper.
- (3) Nine offices transferred 357 cu. ft. of inactive records to the Records Center.
- (4) Destroyed at the Center 180 cu. ft. of records, leaving a balance of 662 to be burned.
- (5) Approved one requisition for two shelf file installations in OTR and another for the expansion of an existing installation

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b. Intangible

None

2. Assignments - Active

a. Forms

- (1) Twelve new and 12 revised forms in process.
- (2) Teletype Dissemination Information Reports and Systems.
- (3) Revision of Dispatch Forms.
- (4) Improved Management of Stocked Forms.
- (5) Uniform Information Report.
- (6) New Building Project.

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- (7) Expediting Printing of Information Reports. ✓
- (8) Revision of Courier Receipt and Log Record, Form No. 240. See 1 a. (2). ✓
- (9) Improvement in Quality of Information Reports Production. ✓

b. Staff Filing

- (1) Office of Personnel. ✓
- (2) Contact Division [redacted] ✓
- (3) Office of Security. ✓
- (4) OCR. ✓
- (5) OSR. ✓ Requisitions forwarded to Logistics for procurement of equipment for two installations. Assessment and Evaluation Staff and Operations School. See 1 a. (5).
- (6) [redacted] Requisition approved for three additional units of equipment. See 1 a. (5).

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c. Filing Systems

- (1) FBIS ✓
- (2) Medical Staff. ✓ Assisting in rearrangement of files.
- (3) File System Clerical Recruitment Branch/OP. ✓ Arranged for Inter Assignment Branch to prepare folders and guides.

d. Records Control Schedules

- (1) Executive Registry (Revised). ✓
- (2) FI Staff (Rev). ✓ Review completed and draft of comments being prepared.
- (3) New Building Site. ✓

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- (5) CS Records Disposition Schedule/Field. ✓ Review completed and comments on proposed schedule being prepared.

- (6) OSR. Schedule amended to reflect change in one item.

e. Special Projects

- (1) Revision and Recorder of Overnight Storage Boxes. ✓
- (2) DD/P Support Records. ✓
- (3) Predecessor Agency Records. ✓ Draft of Inventory prepared and is in process of being typed.
- (4) Entrance-on-Duty and Refresher Training in Filing. ✓ Prepared announcement for OSR Bulletin.

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- (5) Demonstrator File on Subject-Matrix System. ✓
- (6) ID/P Trainee. ✓
- (7) Survey of Unused Safes (New Project). Report being prepared outlining corrective actions.

f. Vital Records

- (1) GSE has requested assistance in preparing a Vital Records Deposit Schedule for special types of materials.

g. Items

- a. A Cabinet Paper has been received from the White House proposing to the Heads of Agencies that they take certain action with respect to the types of records which may or may not be removed from official Agency files. An appropriate Agency Regulation will be prepared in collaboration with the Office of General Counsel.

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